

RESOURCES

Check the State Civil Service YouTube Channel for any of the webinars you missed or that you'd like to review at <https://goo.gl/Yc1Pdk>

Useful sites and resources on this month's topic:



5 Ways to Lead by Example at Work

<https://www.entrepreneur.com/article/238171>

20 Leadership Experts Share Their Best Leadership Tip

<https://www.inc.com/john-brandon/20-leadership-experts-share-their-best-leadership-tip.html>

5 Leadership Tips for First-Time Managers

<https://squareup.com/townsquare/5-leadership-tips-for-first-time-managers>

Effective Leadership Tips

<https://www.carolroth.com/blog/leadership-effective-leadership-tips/>

Top 15 Tips to Be a More Successful Young Leader

<https://articles.bplans.com/top-15-tips-successful-young-leader/>

Success Series



LEGENDARY LEADERSHIP

Leadership is not a skill reserved for the top levels of an organization. It's an ability we all need to develop so that we are ready to step up when needed and to help us grow into new roles in our agencies.

We can make a difference in the world every single day if we are willing to move out of our comfort zones, offer help and services to others, and communicate our commitment to the vision and mission of our departments.

Legendary leadership is all about making a difference, no matter what our job title is. And today, you have the opportunity to "walk the walk." Will you accept the challenge?

❖ TOP TIPS FOR LEGENDARY LEADERSHIP ❖

<p>DEVELOP SELF-AWARENESS Good leaders learn about their communication preferences, personality traits, and other factors that affect how they connect with others. Personality and communication surveys can help to develop this awareness.</p> <p>MODEL A POSITIVE ATTITUDE A leader sets the tone for the team. Attention to positive behaviors and language makes a difference in the positive attitudes of the entire team.</p> <p>DEVELOP EMOTIONAL INTELLIGENCE Awareness and control of one's emotions and recognition of others' emotions helps to reduce communication barriers and develop stronger relationships.</p> <p>DEMONSTRATE FLEXIBILITY True leaders are able to rise to the challenges of change and are willing to adjust their course of action when change is needed.</p> <p>DEMONSTRATE ACCOUNTABILITY The strongest leaders take responsibility and give credit.</p>	<p>COMMUNICATE ACROSS GENERATIONS Legendary leaders know that every generation and every individual has strengths. They are willing to learn to communicate across those generations to discover the value each has to offer.</p> <p>LISTEN Caring leaders listen more than they talk. They practice active listening skills to ensure that they understand the messages that are being communicated.</p> <p>WRITE IT DOWN The best of leaders follow up by writing down ideas, goals, and action items to ensure they are not forgotten.</p> <p>PRAISE IN PUBLIC, COUNSEL IN CONFIDENCE Leaders who want to create positive working relationships remember the rule of praising employees in public, and counseling to correct behavior in private.</p> <p>RECOGNIZE THE EXPERTISE OF OTHERS Strong leaders are not afraid to accept their weaknesses and team up with others who have those skills as strengths.</p>	<p>SHARE THE VISION A great leader not only understands the vision of the organization, but is able to communicate that vision to others in a way that inspires action.</p> <p>PRACTICE DECISIVENESS A strong leader takes the time to gather input and weigh options to determine that a decision is the best one and then is able to represent that decision with confidence.</p> <p>DELEGATE Outstanding leaders know that delegation is the best way to prepare others for advanced positions. They also know that delegation is an ongoing process that requires follow up and encouragement.</p> <p>TAILOR LEADERSHIP TO THE PERSON Legendary leaders know that leadership is not one-size-fits-all. They are willing to take the time to know team members and how to inspire the best in them.</p> <p>EXHIBIT CONFIDENCE The confidence a leader projects affects the commitment of the team.</p>	<p>DEMONSTRATE OUTSTANDING CHARACTER Great leaders are individuals of strong character, ethics, consistency, and trustworthiness.</p> <p>ADMIT MISTAKES Even the best of leaders make mistakes. They are willing to share these mistakes so that others learn from them and to help others feel comfortable sharing their own mistakes.</p> <p>KEEP LEARNING Leaders who show that they are willing to learn from every level of the organization are setting the right example for future leaders.</p> <p>FIND A MENTOR Everyone can continue to learn. Creating mentor relationships with others is an opportunity for each person to share his or her expertise with the other.</p> <p>CELEBRATE DIVERSITY The strongest of leaders do not ignore diversity. They celebrate it by welcoming different ways of thinking and working through any conflict to bring innovation to the workplace.</p>	<p>SET THE EXAMPLE To be a truly effective leader, it's important to walk the walk of leadership. The example leaders set each day helps create a higher standard for future leaders.</p> <p>GIVE THANKS Legendary leaders don't say thanks for everything. They find specific things that team members have done and tell them they appreciate those actions.</p> <p>RECOGNIZE ACHIEVEMENT Outstanding leaders know that recognizing when others do well does not reduce the level of their own achievements. They are secure and pleased to recognize others' accomplishments.</p> <p>PRACTICE INNOVATION Great leaders do not follow the concept of "We've always done it that way." Instead, they are willing to ask, "What if?"</p> <p>SET THE EXAMPLE OF RESPECT Legendary leaders realize that respect does not automatically go with a title, and that it must be given to be received.</p>
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